

**FORM 4A: REQUEST FOR
PLANNING BOARD DETERMINATION**

Complete the following form and accompanying sketch plan. Note that this form must be signed by the applicant and by the property owner (if different). If it is not signed by the property owner, the Planning Board will expect him or her to attend the pre-submission conference to acknowledge his or her understanding and approval of the proposed project.

Date: _____

Applicant: _____

Mailing Address: _____

Telephone: (h) _____ (w) _____

FAX: _____ Email: _____

Project Name and Address: _____

From Marion Assessor's Office: Plat _____ Lot _____

Zoning District: _____

Proposed Use: _____

Proposed Square Footage: _____

**SITE SKETCH PLAN: COMPLETE THE SITE SKETCH PLAN ACCORDING
TO THE ACCOMPANYING DIRECTIONS.**

The applicant hereby requests that the Planning Board provide him or her with a written determination of the need for:

1. An Environmental Assessment
2. A Stormwater Drainage Assessment
3. Site Plan Details
4. Other documents (e.g. Traffic Study, Abutter Notification)

Note: If the applicant requests waivers, he or she should attach a formal letter requesting the waiver and reasons why it should be granted, along with any supporting documentation.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Received by: _____ Date: _____
For the Marion Planning Board

SITE SKETCH PLAN TO ACCOMPANY FORM 4A

Information Sheet and Guidelines

The Planning Board has prepared the following guidelines to simplify completing the site sketch plan. The purpose of the sketch plan is to provide a graphic interpretation of the proposed project and its relationship to what exists around it. It does not need to be an engineering diagram or professionally produced; a neatly drawn sketch will be fine as long as it contains all the required information. See the attached sample as a guide.

Checklist of Information Required for Site Sketch:

Site Dimensions:

- _____ Outline of the existing site, including all boundary dimensions and total square footage
- _____ Outline of existing parking spaces (9'x18' regulation size)
- _____ Indication of existing vegetative cover (e.g., trees, shrubs, grass)
- _____ Indication of site's relation to street(s), including existing access
- _____ Inclusion of a separate small box showing the site's location in relation to the nearest street intersection

Building Dimensions:

- _____ Outline of any existing buildings on the property, including all dimensions and total square footage
- _____ Indication of setback distances from all property lines
- _____ Indication of building subdivision (if any) into separate business units

Proposed Changes:

- _____ Outline or sketch showing the proposed change to the building, such as a different internal organization, new building addition, new setbacks, etc.

Abutters:

- _____ Indication of the names of all abutters touching the site

Direction:

- _____ Accurate indication of North

